

FINELINE

September 2003*A Division of Finance monthly communication service*

Web Enabled Forms Application Goes Live

The new Web-based forms application (a replacement for InForms) is now a reality. As many of you know, on July 31 the Division of Finance activated eForms by moving five forms to the new database application.

As with most any new system release, a few problems were discovered as users began to fill out forms. Within the first week, most of the problems had been completely resolved. The Frequently Asked Questions section of the *FineLine* will address many of these issues (this month's FAQs on [page 5](#) address some of the errors users receive when their log in fails).

At last count over 200 forms have been completed using the system. The most popular form is the Employee Electronic Funds Transfer Authorization Form (Non-Payroll).



Accessing the new eForms through the InnerWeb will provide data security.

What's Available

Currently there are five forms available on the system:

- ❶ FI 16A – State of Utah Employee Electronic Funds Transfer Authorization Form (Non-Payroll)
- ❷ FI 48 – Employee Reimbursement/Earnings Request
- ❸ FI 51A – State Employee Travel Reimbursement Request for In-State Travel
- ❹ FI 51B – State Employee Travel Reimbursement Request for Out-of-State Travel
- ❺ FI 98 – Request for Object Code Setup

More forms will be added as they are developed over the next several weeks.

Accessing Forms

You can access these forms on eForms either by clicking on the usual link to the forms on the Division of Finance Web site (www.finance.utah.gov/forms) or by accessing eForms directly by entering this address into your Web browser address box: www.finance.utah.gov/eforms/. Users should access eForms through Internet Explorer. Some application functions will not work with Netscape.

In order to safeguard form data you will have to go through the InnerWeb to access eForms. You will be able to retrieve and look at only the forms you have created yourself.

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When you click on the form you need, the link will take you directly where you need to be to use the form—either to eForms or to the PDF version. Once forms are added to the eForms application, the PDF version of the form will no longer be available. **You must have Adobe Acrobat Reader 5.0** to work in either version of the forms. If you need to download version 5 of the Acrobat Reader, go to www.finance.utah.gov/downloads.

Also on the Finance *Forms* page is a link to on-line training to help you get familiar with using the new forms (www.finance.utah.gov/forms).

Certain forms that are used by those who don't have access to the State of Utah InnerWeb (for example, Non-State Employee Travel Reimbursements) will not be moved to eForms, but will continue to be accessed via Finance's Web site.

Functionality of eForms

Our primary goal—to replace a failing InForms system—has been reached with the release of eForms. From the beginning our goal has been not only to provide a system that replaces InForms and its functionality, but also to deliver a system that is Web-enabled and is more flexible and usable. Because the InForms application is no longer being updated, we recommended that you use eForms.

In addition to having the newest updates for forms and rates etc., eForms will also allow you to:

- ★ Enter data into a form, save the form and its data, and then at some future time retrieve the form and its data.
- ★ E-mail a form to a supervisor for review and/or approval (or rejection, as the case may be).
- ★ E-mail a form an unlimited number of times.
- ★ Route a form through your organization for review and approval.

Workflow

Please check with your budget officer to see how, or if, your organization will use eForms workflow. The Division of Finance is willing to give some guidance on how the function works.

The initial forms application was not designed to meet every agency's workflow need (or every agency's need for approvals and automated interfacing to FINET and other systems). Agencies use a variety of methods to workflow a form through their organizations, and although we have provided some workflow capacities in eForms, it was beyond the scope of the project to meet every agency's needs.

E-mail Function

The eForms e-mail function will work with e-mail applications such as: GroupWise, Outlook, Outlook Express, Eudora, and many others. The eForms application looks for and works with whatever e-mail application is set as the Internet Explorer default e-mail application. To check your default, open Internet Explorer, and click on the menu path *Tools/Internet Options*, and then click on the *Programs* tab. Your default e-mail program appears on this window.

Help Desk

If you have questions about or need help with eForms, call the FINET Help Desk at 801-538-9690. ❖

Transfer Employee Reimbursements Directly to Your Account

Employee Reimbursements may now be processed as funds transfers directly into the employee's checking or savings account. If you receive reimbursements and would like them to go directly to your bank, do the following:

- ♦ Go to www.finance.utah.gov/eforms.
- ♦ Log on to the InnerWeb by entering your User ID and LAN Password. Click on the *Login* button.
- ♦ Select *Enter* on the Login Successful Screen.
- ♦ Under *Payables/Reimbursements*, click on *FI 16A – State of Utah Employee Electronic Funds Transfer Authorization Form (Non-Payroll)*.
- ♦ Your EIN, name, and agency/org will be filled in automatically. Entering your telephone number will activate the *Database Action* buttons.
- ♦ Complete the form and use the *Database Action* buttons at the top of the form to *eSign*, *eMail*, and *Save*.

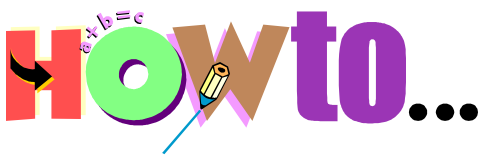


There is no need to send a copy of the form or direct the e-mail to a specific person in Finance. Just click on the *eMail* button and the form will go where it needs to go to be entered. If you have any questions, contact Kathi Galusha at 801-538-3110. ❖

FINET Monthend Reports Now Available on the Web

The electronic monthend FINET reports which agencies previously accessed from a desktop icon are now available through the Web by logging on to www.finance.utah.gov/dw/.

Users should click on *Reports* from the Data Warehouse screen, and then click on *FINET Monthly Reports Lookup* from the user menu. A screen will come up asking you to enter your name. You should enter the password *DW1234* and click on *Log In*.



To display a list of reports available, click on the tab labeled *Explore*. Then click on the desired

report and drill down, just as you do in the current lookups. Click on the *Search* tab to exit a report, and then click on the *Explore* tab again to look up a new report. You can search for information by clicking on *Selected Items* and typing key word(s). To exit the Web reports, click on *Log Out*.

The desktop version of the electronic reports will no longer be available, but the Division of Finance will continue to print hard copies of the FINET reports for agencies that request them.

Use of the Web reports is pretty much intuitive, but we will provide training later if needed. If you have questions about using the reports on the Web, call Mary Gully at 801-538-3114. ❖

FINET Workshops Will Be Offered In September

This month the Division of Finance is again offering workshops for FINET users who work with purchasing and disbursing transactions. In addition, we are offering a new Internal Transactions Lab.

Purchasing Lab and Disbursing Lab

These two workshops are instructor-led sessions that consist of a series of exercises designed to give students experience with each type of purchasing transaction or each type of disbursing transaction. We will discuss the results of the transactions and address student questions, but we will not have a structured discussion of processes or of policies and procedures.

It is important that students complete the course prerequisites listed in the course descriptions (www.finance.utah.gov/training/courses.htm). They include completing the relevant portions of the training available on the Internet and having some experience completing purchasing or disbursing transactions.

Internal Transactions Lab

This new workshop is for FINET users who work with Intra-Governmental Payment Vouchers and Inter-Agency Transactions. This instructor-led course will also include exercises designed to give students experience processing the different transactions. It is important that students complete the prerequisites before taking this course (www.finance.utah.gov/training/courses.htm).

Check Schedule

See the FINET Training Schedule [on page 6](#) for days and times the workshops are offered and for details of how to register for a class. ❖



Limit Replies Sent By Your E-Mail Vacation Rules

E-mail “vacation rules” are a great way to let people who send you e-mail know that you are out of the office or on vacation. However, if your rule is not created properly, it can inundate the e-mail system with unnecessary messages and bring the system to a halt. For example, an auto-reply message sent to a list server like the one that notifies you when a new *FineLine* has been posted to the Internet can go into a loop, causing server delays in mail.

When you create a vacation rule, be sure you limit the auto-response to e-mail messages that are addressed to you specifically, not to a named group. If you are using GroupWise, you can edit an existing rule by clicking on *Define Conditions* and selecting *Include entries where ... To: contains 'Your name'* (e.g., Susan Smith) This will prevent you from replying to group messages, Internet messages (including junk mail and spam) or any Carbon Copy or Blind Copy messages. Be sure the *Reply* dialog box is set up to *Reply to Sender*, not *All*.

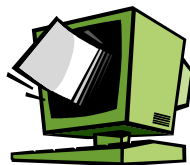
If you are using an e-mail program other than GroupWise, ask your LAN administrator how to limit replies sent by your vacation rule. ❖



Chart of Accounts Will Be On the InnerWeb September 8

Starting with the September 8 release of the *Finance Publications*, the Chart of Accounts (COA) will be available on the InnerWeb, accessible from the Division of Finance Web site.

The Chart of Accounts will be fully searchable and will display in PDF format. This allows you to print sections or individual pages, if desired, in the same format as seen on the screen.



From Finance's home page (www.finance.utah.gov), click on the *Publications* button on the left and then select *Chart of Accounts* from the submenu. When you click on the link to the Chart of Accounts you will be routed to log on to the InnerWeb before accessing the COA. ❖

Frequently Asked Questions from FINET Help Desk

Q: I tried to access an electronic form and it requires me to log in to the InnerWeb. I have not had to log in to the InnerWeb before.

A: We have forms in two versions on the Internet.

- ❶ The original PDF forms were created to be entered on-line and printed. This version did not store any of the information and did not require log in to the InnerWeb.
- ❷ The new eForms version stores the information you enter and provides additional functions. This version requires you to log in to the InnerWeb.

We are in the process of converting all forms to eForms. During the conversion process some of the forms will be in the old version and will not require log in, and some will be in the new eForms system and will require log in. The form you select determines if you need to log in or not.

Q: I tried to access a form and received the message, "The user ID you logged in with does not have an EIN associated with it." How do I get in?

A: If you receive an error message, contact the FINET Help Desk at 801-538-9690 and we will help you resolve the problem.

Q: How do I access a form on eForms?

A: Complete the following steps:

- ✓ Access the Finance forms page (www.finance.utah.gov/forms)
- ✓ Click on the desired form. (For eForms, this will take you to the InnerWeb log in screen and display your LAN User ID.)
- ✓ Enter your LAN password.
- ✓ Click on the *Login* button. (This displays the eForms main screen.)
- ✓ Move your mouse over the categories at the top of the application. (eForms displays the different forms available.)
- ✓ Select the desired form, and enter the desired information.
- ✓ Save, print, sign, or e-mail the form as desired.

The FAQs in the eForms application include instructions for using eForms, or you may contact the FINET Help Desk at 801-538-9690. ❖

September Calendar

FINET Calendar

- Sept. 1** FINET closed; Labor Day Holiday
Sept. 2 FINET open; Tuesday cycle due to holiday



Payroll Training

Computer-based training on the Payroll System is available on our Web site at www.finance.utah.gov/training/courses.htm. For Payroll Information call 801-538-3056.

Data Warehouse Training

- Sept. 9** Data Warehouse – Payroll; 10:00 – 11:30 a.m.
Sept. 9 Data Warehouse – FINET; 1:30 – 3:00 p.m.



FINET Classroom Training

- Sept. 16** Purchasing Lab; 8:30 – 11:30 a.m.
Sept. 17 Disbursing Lab; 8:30 – 11:30 a.m.
Sept. 17 Internal Transactions Lab; 1:00 – 4:00 p.m.

FINET Computer-Based Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

- Internet Courses:** System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.
- CD-ROM Courses:** On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact agency budget and accounting officers to obtain access to the CD-ROM courses).
- FINET Help Desk:** Call 801-538-9690 to resolve immediate questions.

Reservations



To reserve your spot in any class offered this month or to add your name to our waiting list, call 801-538-3082. If you make reservations and find that you cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm